A Handbook for Heraldry in the Outlands

Fifth Edition

From the White Stag Principal Herald

To the members of the Outlands College of Heralds, and all others who come by this handbook, best wishes and a warm welcome.

You have in your hands the fifth edition of the Handbook for Heraldry in the Outlands, the latest version of this valuable resource for heralds and those curious to see the workings of the College. Please note that, as one might expect, this handbook has quite a few updates from the previous version, some of them seemingly minor but with large implications and changes in how things work. Both newer heralds and experienced heralds will find it instructional to read through, so I urge you to do so.

My thanks to all the heralds who contributed to this new edition, those who contributed to prior editions, and the proofreaders who made the contributors look good, but most especially to Arglwydd Llywus ap Alan, Weel Pursuivant, for taking on this project and making it happen (and putting up with my "is it done yet" emails).

If you have any suggestions for improvements, changes or clarifications, please feel free to send them to myself or to Arglwydd Llywus.

Enough with the introduction ... go on and get to the good parts!

Marie de Blois

Foreword from the Weel Pursuivant

This Edition, published November, AS XLIV (2009), is intended to serve as a reference for anyone wishing to be a herald in the Kingdom of the Outlands. It documents the practice of heraldry in the Outlands, both for the beginning herald and for those more experienced. A companion volume, *A Guide to Submissions Heraldry in the Outlands*, is intended to provide a more detailed reference regarding the research and submission of SCA names and devices. This edition includes numerous updates to reflect changes in rules and requirements or simply new ways of going about the business of heraldry. I hope that this volume proves to be useful and educational.

Credits

One cannot work on a project like this without recognizing the work and achievements of those that have come before. Much of the material was written for earlier editions and, where possible, the previous authors are acknowledged within. I wish to thank these previous authors, known or unknown, for their hard work as well as the previous editors of this handbook: Maistre Louis-Phillipe Mitouard (1st Ed.), Baron Timothy O'Brien (2nd and 3rd Eds.) and Lady Sorcha MacLeod (4th Ed.).

I would like to thank Baron Randal Carrick, Baron Angus Reid MacFarlane, and Lord Tyrfingr von Wolfsberg for their kind assistance in revising and updating the chapters on Court, Field, and Precedence, respectively.

My proofreading staff did an amazing job and without their help this handbook would be quite incoherent. Thank you Bantiarna Sáerlaith inghean Robeaird and, most especially, the Honorable Lord Christopher Devereux for his extensive and thorough efforts.

And finally, I give a warm "Thank you" to the Honorable Lady Marie de Blois, White Stag, for her gentle encouragement and understanding throughout the revision of this document. Without her this never would have happened.

Llywus ap Alan, Weel Herald, November 2009

For information concerning this document, please contact the Weel Herald: weel@outlandsheralds.org

1) Introduction 1
A) Equipment 1
B) Getting warranted 2
C) Resource people within the College of Heralds 2
D) Reporting 3
E) Precedence updates 4
F) Record keeping 5
G) Event support 6
H) Education of the populace 6
I) Some basic heraldry books to have 7

2) Submissions Heraldry (Names and Devices) 8
A) Name and device consultation 8
B) Outline of the submissions process in the SCA 8
C) Submission forms 9
D) Rights of appeal through you, as local herald 9
E) Protocol for the local submissions herald 10
F) Money handling for local heralds 10
G) Commenting 11

3) The Heraldry of Court and Ceremonies 13
A) Introduction 13
B) Role of the Herald 13
C) Preparation 14
D) Projection 15
E) Parts of Court 16
F) Messing up 18
G) Court Reports 18

4) Rules of Precedence and Outlands Awards 19
A) Heraldic ranks and insignia 19
B) Awards and honors 19
C) Kingdom arms, badges, flags, ensigns 22
D) Heraldry of the SCA 22

5) Field Heraldry 23
A) How should a field herald behave? 23
B) Basic list heralding 23
C) Advanced list heralding 25
D) Working with the Minister of the Lists 29
E) Announcements 30
F) Wearing the heraldic colors: what and when 31

G) Equipment needed to field herald 31
H) Being the field herald in charge 32
I) Hints on teaching field heralds 32
6) Further Information 33
A) Print resources 33
B) Internet resources 33
C) Mailing lists 34
D) Resource people 34
Appendix A - Heraldic titles – Kingdom, Baronial and local 35
Appendix B – Sample Report 36
Appendix B – Sample Ledger 37

1) Introduction

This section primarily contains advice for new local heralds. If you are a first-time office holder, you should read the following section carefully.

If there is any good advice for new heralds, it is not to panic. Our policies and rules can be bewildering at times. If you don't know an answer, that's perfectly fine. Just remember: be diplomatic. If in doubt, ask your superiors. Better to tell someone "I don't know, but I will find out," than to give them incorrect information. Just be sure that you do find out.

The above advice is given with the knowledge that you have a difficult job. Heralds in the SCA are frequently seen as practitioners of an arcane art. The rules we quote sometimes seem obscure and arbitrary. Because of this, we heralds are sometimes accused of being obstructionists - telling people what they cannot do, not what they can do. To counter this, you must be diplomatic. You must do your best to put a sympathetic face on what you do. Heraldry can be quite enjoyable for all its participants, including the submitter. Don't let it be seen as just rulemaking for its own sake. Explain the reasoning behind the rules as best you can, and if you don't know, say so.

On the other side, you must always be aware that part of the job of an SCA herald is to be ceremonial. People join the SCA to get a sense of tradition and history - real and created. We aid that ambiance, and sometimes that involves following and repeating set litanies (doing something one way because that is "how it has always been done"). A little of this is a good thing and should be encouraged. However, don't simply quote formulae or hide behind set rules. Especially at a local level where your job is to keep your clients happy by serving their needs.

Above all, have fun at your job. Heraldry is part of what gives the SCA its unique color. You can play an important part in putting on "the SCA show" for others - whether it is by helping to herald on the field or by helping to register arms.

A) Equipment

To run the office, you will need some basic supplies. The function of most of these will become apparent as you read on. If you are a herald-at-large, you will not possess the local group's files, but will probably want the rest of these items.

- This handbook- a good start, we hope.
- Its companion volume, A Guide to Submissions Heraldry in the Outlands**.**
- File storage boxes - at least one of these should be of the portable variety, for taking to events.
- File folders - plenty of them.
- Greenwear -some form of baldric, tabard, or cloak for use while heralding.
- Corpora and Kingdom Law - it is always good to have read both of these.
- File Cards - the 3x5-variety work best. These are great to have at tourneys and in court for notes of various kinds.
- Clipboard - good for holding notes and file cards.
- Scroll case - a portfolio to hold the scrolls that may come into your care. This is important if you are a baronial herald and herald courts.
- Access to the online Ordinary and Armorial of the SCA – a listing of all registered heraldry within the SCA. Entries can be accessed via various search engines or through an alphabetic listing by charge. It is located at http://oanda.sca.org/
- Some basic heraldry books - see later in this chapter for a list of good books.
- The Book of Ceremonies (available from the Gimlet Herald), including those for your Barony if you are a baronial herald. Scroll texts for all kingdom and baronial awards can be found in the Scribes' Handbook at: http://scribes.outlands.org. Access to the Wimble Herald website,

located at http://wimble.outlandsheralds.org/ or copies of the Order of Precedence and Book of Lists.

- The group's heraldic files - these are the channels through which kingdom heralds communicate important information to the locals. You should look back at previous herald's letters to see what has gone on in the past. Likewise, you should keep all the letters that come into your hands.
- Copies of the Outlands submissions forms, available from White Stag Principal Herald, Rampart Herald, or Weel Herald, or online at: http://rampart.outlandsheralds.org/.
- Join the Outlands Heralds message list at Outlands-heralds@yahoogroups.com. This is the fastest and easiest method to communicate with White Stag and other heralds.

Of course, these are but the basics. Computer and internet access and basic word processor skills are almost a necessity, but a reliable typewriter will suffice. You will need basic office supplies. There will likely be other supplies which may prove useful - use what works.

B) Getting warranted

The Outlands College of Heralds uses the roster system of warrants. That is, you will not receive an individual warrant form. Instead, your name is added to a roster of heralds, which the Crown will sign to approve your appointment. This list is usually presented to the Crown twice per reign. If you do not have a current copy, you may request one from White Stag. When you receive the roster, check it to make sure your information is correct and complete, and send any corrections to White Stag.

To be a warranted member of the College of Heralds, you must fulfill several requirements:

1. *Must be a member*
   You must be a paid member of the SCA to be warranted (rostered). This membership must be maintained throughout your service as a rostered herald.
2. *Send current contact information to White Stag*
   You must send your SCA name, member number and expiration date, modern name, mailing address, phone number and email address to the White Stag Herald in order to be listed on the roster.
3. *Need to report*
   You will not be rostered as a member of the College of Heralds until you have shown yourself able to consistently make regular reports. This is to insure that you will continue to be a functioning member of the College. In addition, should you miss reports three months in a row, you will be considered for removal from the active roster of the College.
4. *Set a good example*
   Although not a requirement, it is strongly suggested that you set a good example for your people by submitting your name and device as soon as possible.

C) Resource people within the College of Heralds

The heralds mentioned below are the "resource" people for their particular areas in the Outlands College of Heralds. If you have questions about their area, direct your clients to consult them first. If they cannot assist you, contact **White Stag**, the kingdom's chief heraldic officer, with your questions. A complete list of the staff Heralds', and the duties of their offices, is available at: http://outlandsheralds.org/resources/.

You may send e-mail to any staff herald by using their title followed by "@outlandsheralds.org", whitestag@outlandsheralds.org, rampart@outlandsheralds.org, etc.

White Stag Principal Herald: The titular head of the College of Heralds, responsible for all things Heraldic within the Kingdom. White Stag is the official Voice of the King. http://whitestag.outlandsheralds.org/

Palmer Herald: White Stag's principal deputy.

Rampart Herald: In charge of submissions. The current status of submissions, submissions forms and articles on submissions process are available on the Rampart web page at http://rampart.outlandsheralds.org/.

Castle Herald: Receives and compiles submissions. Submissions packets are mailed to Castle.

Besom Herald: Rampart's clerk. Mails submission notices and other duties as assigned by Rampart.

Wimble Herald: Maintains the Order of Precedence and Order of March. Go to Wimble's web site to view a person's awards; charters and badges for all awards in the Outlands, including Baronial; and a list of all Royalty of the Outlands. Also send awards reports to Wimble. http://wimble.outlandsheralds.org/

Gimlet Herald: Maintains all Ceremonies and assists in the creation of new ones. http://gimlet.outlandsheralds.org/

Wharrow Herald: Maintains the Roll of Arms for the Kingdom. Visit the Wharrow web site to view all registered personal devices. http://wharrow.outlandsheralds.org/

Weel Herald: In charge of heraldic education in the Kingdom. Maintains this document and other handbooks and guides. Contact for assistance for new heralds. http://weel.outlandsheralds.org/

Plover Herald: In charge of field heraldry for the Outlands. Maintains a list of field heralds and assists new field heralds. http://plover.outlandsheralds.org/

Blue Iris Herald: The Queen's Herald and traditional voice of Royal Courts.

Stags Attire Herald: In charge of heraldic Regalia and display. http://stagsattire.outlandsheralds.org/

Liber, Trefoil, and Fretty Heralds: Perform external commentary on submissions.

If any of these positions are vacant, you may contact **White Stag** directly for these resources.

D) Reporting

One of your first duties as herald is to file regular reports. Email to whitestag@outlandsheralds.org is the preferred method for reports, but reports may also be sent through the postal service.

The regular report is the backbone of the College of Heralds. These reports allow White Stag to better judge how the College is doing and what your needs are as a local herald. Reports are typically due on the 10th day of the month following the month or quarter covered by the report. Baronial heralds should report to White Stag, their local seneschal, their local Baronage, and a courtesy copy to each of the heralds who reports to you. Cantons, and Colleges that are part of a barony, should report to their baronial herald. They should also send copies of their reports to White Stag, although this does not alter the requirement to report to their barony, as per Corpora. Colleges that are not part of a barony should send their reports directly to White Stag. The reporting schedule for various positions is as follows:

- Kingdom Staff - quarterly, by the 10th of January, April, July and October
- Commenting heralds should send copies of their comment letters to White Stag, but don't need to report otherwise, unless they have something specific to add.
- Baronies – monthly
- Shires, Cantons, and Colleges – quarterly to White Stag. If a canton or college is within a barony, report to the baronial herald on a schedule set by the baronial Pursuivant.
- At-large heralds don't need to report regularly, but should periodically report any heraldic activity that they are involved with, such as consultations, field or court heraldry. Please send

a copy of this report to your local branch herald. If White Stag fails to hear anything from an at-large herald for a full year, they may be removed from the roster.

The report should contain all of the following that apply:

- Official information: your names, legal and SCA; your membership number and expiration date; your return address (especially if it has changed); the group you serve; the month/quarter covered by the report; and the date the report was written. These pieces of information help White Stag's filing. Also include names, addresses, and membership information for any deputies you may have.
- A list of all submissions sent to Castle Herald during the month, including the name of the submitter and the type of submission (name, device or badge and new, resubmission or appeal). This helps us to keep track of submissions as they move through the system.
- An accounting of the money which your office handled. This includes money sent with submissions or any other money that your office received (reimbursements for books, purchased, cash donations that you made for stamps to your office). For more details, see chapter 2.
- The last known status of all submissions that are "in process" - especially dates when they reached certain milestones. This information helps White Stag. Also, it can be digested for a regular "From the Herald" article in your local newsletter, a practice highly encouraged.
- A list of all awards received by your citizens during the month. This list is in addition to any Court Reports (see section III of this handbook, on the heraldry of court and ceremonies) which you submit during the month for courts for which you were herald-in-charge.
- Any other duties that you or heralds in your area may have performed. These may include courts at which you or your staff assisted; lists or demos at which you or your staff heralded; and any newsletter articles written or classes which were held in your area.
- See Appendix B for a sample report.

That's it for the fixed portions of the report. Remember, however, that the report is also a forum for you to ask questions, request information and otherwise communicate with White Stag. Use it. These questions may not get answered in individual letters - there simply isn't time to respond to all of them separately - but they will get addressed in White Stag's Administrative Report.

Please remember that if nothing happened, you should still report and say, "Nothing happened." At least if you report, you are staying in contact. When your group changes heralds, it is especially important that you send a final letter that introduces your successor and includes their SCA and modern names, address, phone number and email address. This will enable White Stag to update the roster in a timely fashion, and ensure that communication between your group and the kingdom is not interrupted.

E) Precedence updates

Originally written by THLady Sorcha MacLeod, updated by Lord Tyrfingr von Wolfsberg

Another task that falls to the local herald is to assist with precedence updates. The Wimble Herald is responsible for maintaining lists of all awards received by the populace of the Outlands. These records are kept in several formats. The Order of Precedence (OP) is a listing in precedence order, and is used to determine Orders of March and Processionals. The Who's Who is a list of people, the awards they hold, and the dates that they received the awards; it is in alphabetical order by first name. This is most useful for determining all of the awards held by a given individual.

The primary place the OP in all its formats is kept is at the Wimble web site. To get a list of awards for a person, from the left-hand menu under *People of the Outlands* click *Alphabetically*. Then click on the letter corresponding to the first letter of the person's first name and scroll down to the full name, click on it to see all awards for that person. If their name or device has been

registered this will also be shown, as will any registered aliases. Clicking the thumbnail of their registered device will take you to the persons entry on the Online Armorial.

To get what is known as the Book of Lists click on the *Alphabetically* button just below the *AWARDS* heading. Selecting a letter will return a list of all awards beginning with that letter. Selecting the sought after award will show all recipients of that award and the dates they received it.

To do precedence updates, first make sure you always send in your Court Reports (discussed in detail in chapter 3) – doing so will reduce your workload in the long run. Then, go to the Wimble web site and retrieve a listing of the Who's Who for your local group (or groups, in the case of a Barony). To get a list of persons in a group, click on the *By Local Group* under the *PEOPLE OF THE OUTLANDS* heading and alphabetically select the sought for group. This will show an alphabetical listing of the active people in your local group followed by a list of the people listed as "inactive". Selecting a name will take you to that person's information page, described above.

Go through the listing of your group and make a note of anyone who has moved away (and where they moved to, if you know) or is inactive, and any new folk that have started playing or moved in from other SCA groups (and where from, if you know). Then, go through your records, and note any new registered names or devices for anyone who does not have a "name and device registered" listing. Also, note any changes of primary name or device. Consult your Court Reports, and make sure all the reported awards have been added.

Now, take your printout (if you had a lot of notes, you may want to take a moment to send any of these updates to Wimble and ask to be notified when the updated version on the web will be available to do the second part), and visit or email everyone on your list. You may not be able to find everyone in a very large group, but do the best you can. Partial information is better than no information. Have each person check over his or her information and make sure everything is correct and that any missing information is filled in. Send the updates to Wimble and request a notification when the updated version is on line for you to check. Printing two or three copies from the website and having deputies or other volunteers work on this is a good idea in larger groups, as the task can quickly become overwhelming.

A sample update report may look like this:

The following gentles are no longer active or have moved away:

Oscar the Curmudgeonly – Inactive

Jain the Traveler – Moved to East Kingdom

Mary Wandered – Moved to Citadel of the Southern Pass

The following gentles are new or moved here from other groups:

John Quicksword (John Australis) SCA# xxxxxxx, – moved here from Lochac

Name and device registered, Argent, a whatsit gules.

KSCA 02/15/01

AoA 11/02/98

Mary Newcomer – (Mary Smith) SCA# xxxxxxx, – new member

Name not registered

The following entries should be updated:

Catherine Armsholder , New registered name and device, Azure, three widgets Or.

William the Fletcher AoA 09/23/08

F) Record keeping

The local herald has a duty (as does any local officer) to maintain records for his successor. Some easy advice is to keep copies for the local files of all the correspondence that you send out. Also, keep the letters which come in from outside. They will be a good reference later. The files always

help the next person in office see what you have done and get acquainted with the office. If you don't keep things for yourself, keep files for them.

You should keep a filing system that you find easy to use and which allows you easy reference. You will want to keep files for:

- Reports to Kingdom.
- Letters from Kingdom (Letters of Presentation and reports).
- Submissions being worked upon but not yet submitted.
- Submissions in process somewhere but not yet passed.
- Submissions already registered. It is best on all submission forms to note in the dates field when the device achieved the various milestones (passed kingdom, passed Laurel, etc.). This can help in tracking down the status of a submission when it disappears (as some unfortunately do).
- Forms.
- Orders of precedence and other educational materials.

Some sources suggest keeping a separate file for each submitter. Others suggest keeping all correspondence to/from Kingdom in the same file, but keeping the Letters of Presentation separate. You will have to find the system that suits you. Above all, try to be organized and keep track of every piece of paper that comes your way as best you can. The files at Laurel use one file per submitter, filed alphabetically under the first word of the SCA name. Files in process are filed under the stage of process, and are incorporated into the main files once they are ruled on.

G) Event support

As a local herald, you are the herald-in-charge of most events given by your group. What this means to you is chiefly that if you are not available to herald the event, you need to find others to do so. Ultimately, you are responsible for finding those heralds to meet your group's needs. Typically, a small tourney needs 2-4 field heralds. Also, if you are a barony, you need to find one or two heralds to herald court (the second is to assist in court). Often, there are people at the event willing to herald. Put out a call at the start of an event. If you are a herald-at-large, please volunteer for these duties.

Although the details are covered elsewhere, here are some basic tips for voice heraldry. Watch what usually goes on (either on the field or in court) and take notes. For field heraldry, there is a standard litany that one always goes through for announcing fighters. Write this on a note card, if you have to. Read everything that you have to announce ahead of time. If there are names that you can't pronounce, ask the person how to (politely).

Events are also a good place to make yourself available for name and device consultation, and to give out submissions forms. Take forms with you to events, just in case someone asks for them. By doing this, you are helping keep people interested in heraldry. Don't simply put them off and tell them that you will give them forms later, as it usually gets forgotten.

Additionally, for events where awards are given, remember to fill out and send a Court Report to the Wimble Herald.

H) Education of the populace

The topics listed above are simply the minimum that you should be doing as a local herald (or herald-at-large). There are many other things that you can do to increase the study of heraldry in your area. Some suggestions are:

Write articles for your local newsletter. These can be on just about any subject. At the least, you should have a regular article to communicate when awards are given to group members, or to tell the group of results of their device submissions. This can also include instructional articles on rank, orders, protocol, armory, etc.

Write new ceremonies for your local group (if you are a barony). Please forward these to the Gimlet Herald as well.

Assist in construction of armorial regalia, such as flags and banners. Contact your arts officer for help in this.

Construct a "roll of arms" for your group, containing pictures of the arms registered by people in your area. This is a good workout for your local heraldic artists, as well. The Wharrow Herald can assist you with data for this project; please also forward a copy to that office.

Hold symposia or training classes for new heralds. For voice heraldry, you can usually do an informal training session at fighter practice. You can practice the "litany" between bouts without too much pain. This helps to build up a pool of experienced field heralds (which one always needs).

Set up a device consultation table at your next event. Usually, consultation is done informally, but if you wish, set up a location with artists and books at hand. You will usually get a flood of interested people. This is a good place to teach, as well.

I) Some basic heraldry books to have

A person or group could easily spend several hundred dollars amassing the perfect Heralds' Library, but this really is not necessary. However, any group herald should have access to a few books, whether from his own collection or that of the group. Below is a list of some books that are fairly easy to acquire and, with the one noted exception, are usually available for under $25 each, sometimes as little as $5.

Some of these books are out of print but are still readily available. There are a couple of good internet resources to help you find used books: www.abebooks.com and www.bookfinder.com. They both search used bookstores throughout the world and can help you find anything from a used copy of a common book to a very rare title.

Oxford Dictionary of English Christian Names, Withycombe, E.G.

The Surnames of Scotland, Black, George F.

The Oxford Dictionary of English Place-names, Ekwall, Eilert

The Old Norse Name, Geirr Bassi Haraldsson.

A Dictionary of English Surnames, Reaney, P.H. and R. M. Wilson

Irish Names and Surnames, Woulfe, Patrick, unfortunately this book usually runs $50 or more but is an excellent source for surnames only.

Irish Names, O'Corrain, Donncha and Maguire, Fidlema, for Irish given names.

Dictionary of German Names, Bahlow, Hans

A Pictorial Dictionary of Heraldry, Bruce Draconarius of Mistholme and Akagawa Yoshio

Complete Guide to Heraldry, Fox-Davies, A.

An Heraldic Alphabet, Brooke-Little, J.P.

There are also several good Compleat Anachronists available from the SCA Marketplace (https://stockclerk.sca.org/) that are worth having:

CA 22, Heraldry - The Design and Submission of Devices and Badges in the SCA

CA 51, Islamic World

CA 66, A Welsh Miscellany

i) Sources for SCA Heraldic Books and Pamphlets

A nice selection of books and pamphlets specific to SCA heraldry are available from Free Trumpet Press West via the SCA Marketplace. Titles include Laurel Precedents, Pictorial Dictionary, and KWHS Proceedings.

These are available at: https://stockclerk.sca.org/, select the Free Trumpet Press link.

2) Submissions Heraldry (Names and Devices)

One of your functions as local herald is the processing of device submissions. If you are new to heraldry, keep in mind that you are not expected to know everything about heraldry to process submissions. There is a natural tendency to hold on to submissions until you are "sure" that they will pass. Try to resist that urge. If you need to direct the submitter to another herald (perhaps one of the kingdom-level deputies, or to a Pursuivant-at-Large) for some consulting help, do so. Of course, if the submitter is from your area, he will eventually send the device through you. This is good protocol and helps to keep the bookkeeping straight. If there is a submissions commentary meeting in your area, this is also n excellent place to get "committee" advice on device design. Take the submissions (or the submitter, or both) that you are working with to such meetings. The commentary heralds are usually happy to provide advice.

If you need assistance with a device and you cannot get it in person locally then your next best source of help is the herald's listserv (Outlands-heralds@yahoogroups.com). There are plenty of heralds on the list that can answer most questions within a day or so.

In general, you should submit names and devices as soon as you can. It is acceptable if you need to wait for the next populace meeting to get payment but you should never hold submissions past the exchequer.

A) Name and device consultation

If you decide to help submitters yourself, there are several steps which will make your life easier, and which will help the process along.

When someone comes to you asking about a device, the first thing to do is to give him or her a set of forms and any instructions you have. Don't put them off. Have your submission forms at events in case someone wants them. Inform the client on the fees that they must pay.

Get them started on documenting their name right away. This is frequently a sticking point for a submission (especially if the name is difficult to document). If you can, try to get the person to sit down right there to sketch some basic device ideas.

As you discuss the submission, try to find out which parts (colors, charges) are essential and which can be changed. Often, this paves the way for making changes in case of conflict. Give the client some basic rules of heraldry such as no color on color. If the submission appears too complex, try to suggest ways to simplify it. An non-heraldic device usually has some sort of persona story or symbolism behind it. Try to instruct the client that, being hereditary, most arms did not particularly represent the person who bore them; this will help to get rid of "resume heraldry."

Above all, give the submitter a good reason for your opinions. The essence of what makes a device "heraldry" is simplicity and good contrast. This is easily justified. Heraldry in the Middle Ages served a purpose on the battlefield. If it couldn't be identified easily, a device served no purpose.

If you have access to the Ordinary and Armorial do a preliminary conflict check to try to determine whether the submission is likely to conflict. Note any potential conflicts that you find so you don't have to repeat your research later.

B) Outline of the submissions process in the SCA

Once the forms are filled out, what happens? The forms are sent to the Castle Herald (in January, for example). Castle summarizes to the local heralds all the submissions received within the last submission period in his Letter of Presentation (February).

Once comments are given on that letter (by the end of March) the Rampart Herald will make a decision as to whether to pass the submission, or return it. Those items that are passed at kingdom are sent in the Letter of Intent to the College of Arms (March). Those items that are returned at kingdom are so noted in the Letter of Response from Rampart (March). The local herald should

read these letters carefully to determine whether a submission has been forwarded to Laurel or returned, in order to notify their clients.

One month is allowed for Laurel staff to compile and post the various LoI from the many Kingdoms to the commentary system, known as OSCAR (April). The SCA College of Arms, which includes heralds from all over the Known World, is allowed two months to make commentary and rebuttals on the submissions contained in the Letter of Intent. Once the College of Arms has commented, Laurel compiles these responses and uses them to make decisions on the submission contained on the Letter of Intent (July Laurel meeting). The Letter of Acceptances and Returns is drafted, and goes through a two-step proofreading process before the final version is approved, which process usually takes four to six weeks (August-September), but can take as long as two months. The LoAR is then sent to the College of Arms (which includes White Stag and Rampart) and to various email lists open to anyone. They are also published on the Laurel website (http://heraldry.sca.org/loar/). Besom then sends letters to each client and their local heralds regarding the outcome of their submissions. These submission status letters are usually sent by the middle of the month following the final draft (September to October in this example).

White Stag (or sometimes Rampart) publishes the names and devices that were registered in an official report in the *Outlandish Herald*.

C) Submission forms

You can submit and register a name alone before registering a device but you cannot submit a device or badge unless you have already registered an SCA name, have a name currently in submission, or are concurrently submitting a name. If your client is submitting a name only, then only send in the name forms. When your client has settled on a device, send in the device registration form, using the client's registered or submitted name. You can contact White Stag, Rampart, or Weel for copies of the Outlands forms, or they are online at: http://rampart.outlandsheralds.org/.

For a name submission, four complete copies of the Name Registration Form and full documentation should be made. The submitter keeps one of these, one remains with the local herald, and two are sent to Castle.

For a device/badge submission, three copies of a line drawing and five color copies should be made. When coloring, please do not use metallic paint to indicate argent (white) and Or (yellow). The white of the paper will serve for argent, and a bright yellow should be used for Or. The preferred coloring medium is watercolor markers such as Crayola™ Classics. They are very stable over time and come in heraldic colors. Printer and color copier inks are impermanent and can fade or change color, often in only a few months. Paints of any sort, crayons, or colored pencils will all cause the submission to be returned by Kingdom.

A line drawing means exactly that: an outline drawing of the armory. Per the Rampart Herald, February A.S. XXXII: “Even if a field or charge on the armory is tinctured sable (black), that part should not be colored-in in black on the line drawing.”

One copy of the line drawing and one color copy should be kept by the submitter; one of each remains with the local herald; and the remaining one line drawing and three color copies of the armory form are sent to Castle.

At the time of this writing, any submission (name, device, or badge) costs the submitter $8.00. The local group may add $1.00 to the submissions fee to cover the cost of supplies and mailing, for a total of $9.00 for each submission. All funds are to be deposited with the local Reeve or Exchequer who will cut one check for the entire submission batch. Have that officer make checks to “SCA- Kingdom of the Outlands,” and put “Rampart - Submissions” in the memo line.

D) Rights of appeal through you, as local herald

Don’t sit on submissions. The local herald does not have the right to return a submission. Remember that, regardless of your opinions on a particular item, the client always has the right to

appeal any heraldic decision to a higher level (all the way through Kingdom and Laurel to the Board of Directors, if necessary). If you have let your client know that the item is unlikely to pass, you have done your job. If they still insist on submitting, your job is then to stand behind that submission and to defend it as best you can. Let your clients know that they have this right. The more you are helpful to them, the happier you both will be and it will take some heat off of you in the long run.

E) Protocol for the local submissions herald

You should always encourage submitters to consult with the herald of their own local group, if possible. It is acceptable for someone else to consult with the client and to help prepare the submission, but the submission needs to be sent through the local branch. The check from the client needs to be made out to their local branch, and copies of all of the paperwork need to be given to the local herald for the group's files. It is important that the local herald keep the records so that the kingdom submissions herald knows who to ask for information on a submission.

If you are an experienced herald who often consults with clients, but are not the local submissions herald, try to hold consulting meetings together with the local herald – you can help to educate the group herald, and they don't feel that they is being bypassed. The clients will also get some better advice, since two heralds are generally better than one.

F) Money handling for local heralds

The Kingdom of the Outlands has certain financial policies that it obeys to avoid trouble with the modern authorities. The College of Heralds is covered in these policies, and must adhere to them. For the exact text of the financial policy, contact the Kingdom Exchequer.

Submission fees are handled by the Outlands College of Heralds through the Kingdom Exchequer. Submissions fees of $8 (or $9 with the local group option) per item (name/device/badge) are collected by the local herald. The exact funds collected for submissions must be deposited with the local Exchequer or Reeve who then writes a check, in the appropriate amount, payable to “SCA – Outlands”. If the submitter pays the fees in cash then that exact cash must be passed to the Exchequer. Do not send personal checks or cash with the submissions packet. All submission fees sent to Castle MUST be in the form of a check from the local group.

Those portions of the moneys which are passed on to the Kingdom Submissions Herald are recorded as funds transferred to another SCA group within the Kingdom. No SCA moneys, including the submission fees for the College of Heralds, may ever go through any personal bank account. The IRS calls this “laundering” and considers it to be fraud.

The local Exchequer or Reeve will keep the local herald’s share of the moneys and place it in the group checking account. This money can be used for the purchase of office supplies and expenses such as copying, postage, and for the purchase of heraldic reference materials. Local heralds must report their share of the device submission fees that they spend as expenses. If any of the local herald's share remains unspent it must be reported by the local group as cash on hand. Local heralds do not need to report funds which they donate to purchase supplies and postage, or for the purpose of supporting their office. They do, however, need to report funds which they use to purchase any item for which they expect the local group to reimburse them. Complete records and receipts need to be maintained and provided to the local Exchequer or Reeve.

A sample ledger is provided in Appendix C.

What this policy means to the local heralds is that:

1) Submission money that is received in cash must be turned over to the Reeve or Exchequer without passing through your personal checking account. Better still; have the submitter pay the local Reeve directly so that the money never touches your hands.

2) The local herald must keep a record, which goes into your monthly report, of all income (submissions fees given to your Reeve) and expenses (postage, copying costs, books, submission fees sent from your Reeve to Rampart).

3) When you spend money on the office for which you expect to be reimbursed by the group, you must record this money in your ledgers (and keep receipts of your expenses so that you may be reimbursed). If you do not expect to be reimbursed, the money you spend is not recorded.

G) Commenting

The Castle Herald posts online a monthly Letter of Presentation summarizing all of the submissions which have been received by her office in that presentation period. For further details, please see *A Guide to Submissions Heraldry in the Outlands*, available from the Weel Herald. Part of the submission process is for the Rampart Herald to solicit comments from the local heralds on submissions sent to kingdom. This section covers why you should send such a letter and what should be in one.

It is strongly encouraged that you form a group in your area that will regularly research and comment on the Letter of Presentation. The research that you do is used by Rampart to decide whether a device is passed or returned. Commentary on devices is one of the best ways to educate yourself and others on how "book" heraldry works in the SCA.

The first question that you will ask yourself is why you should comment at all. After all, you might say, what do I know that the kingdom herald doesn't? Well, there are several answers. First, the kingdom heralds can't be everywhere at once. There will be blazon changes or conflict calls that only one person spots. Second, you may have access to research materials that the kingdom herald doesn't have. Finding new research materials is a great help to the College of Heralds. Third, you may have special knowledge (of a foreign language, perhaps) which the kingdom herald needs. Last, the commenting process is a good vehicle for teaching other heralds (both in your group and elsewhere). In short, your comments are valuable, and you are strongly encouraged to give them.

The commenting period is started when the Letter of Presentation is posted online. The local herald is then expected to respond (usually within a month) with a comment letter.

When the Letter of Presentation comes, what should you do? First, don't throw it out! Read it over. Make sure that all the submissions that you sent to kingdom are there. The letter will state the date by which comments are due. Try to schedule your comments or your comment meeting accordingly.

The comment meeting is usually a regularly scheduled event (once per month). If possible, it should take place at the local library (so you are close to your reference materials) or at someone's home (yours, if convenient). You will rarely need a large meeting hall. You will need to provide drawing materials as you will sometimes you need to draw an emblazon to check for visual conflicts. It is a nice touch to provide food and drink for your heralds (heralding is hungry work). Of course, you should bring any reference books that you own, especially the *SCA Ordinary and Armorial* and a copy of the *Rules for Submissions*. An internet connection is also helpful, especially if this is your access to the *Ordinary and Armorial*.

The meeting usually proceeds by having the group check the listed submissions one by one. If you are pressed for time, you can skip the submissions that seem uncontroversial. The group should evaluate the following:

Basic information: If this is a device for an already-registered name, is the exact registered name given on the Letter? If this is a resubmission, is the information about the prior return is accurate? If a restricted term or charge is used, is the date of eligibility (county, court barony, peerage, etc.) listed and correct? This is the kind of checking that even the newest herald can do.

Conflicts: You should check whether the name conflicts with famous figures of history or fiction, or conflicts with the name of another person in the SCA. The device, likewise, should be checked for conflict against both SCA arms and mundane arms. What constitutes a conflict is described in the SCA Rules for Submissions, but the interpretation of those rules is not always clear-cut (that's

what the commenters are for). When commenting on potential conflicts, cite specific sections of the Rules for Submission or Laurel Precedent that you think are relevant.

Name (and device) documentation: Is the source of the name clear? You should cite any sources that you have which document whether the name/device elements were used in period (pre-1600), and whether the grammar of the name is properly formed. Again, rules for name formation are described in the SCA Rules for Submissions.

Stylistic problems with the device: Is the device properly formed (e.g., does it violate basic rules like color on color)? Is the device simple in style (this is always a judgment calls) and easy to distinguish across the tourney field? A good way to see if the form is simple is to hold up the emblazon (the drawing): can you identify the parts from across the room? Does the device contain out-of-period objects (no automobiles allowed) or styles?

Matters of Taste: These are covered in the SCA Rules for Conflict under Offensive Armory. If flagrant, offensiveness is a valid reason for rejecting a device. This can be overused, however; be conservative in calling a device offensive. For one thing, the name/device must be offensive to the general populace, not just to heralds. For another, your tastes may not be the same as others'. Strive to reject only things which all could agree would provoke genuine hostility or revulsion, as opposed to those things that are merely in poor taste, or make the bearer look bad. The College of Arms has an informal rule for the latter known informally as the Law of Toyota: "You want it, you got it." If the submitter really wants to be stuck carrying a shield with something tasteless on it, that's their choice.

Once your meeting has been held, you need to write a comment letter containing the "minutes" of the meeting. This should summarize the research that your group did in an easy-to-read format. Also, try to exercise a bit of editorial control over the group: not all comments made during a comment meeting are suitable for publication.

The format of the letter should be as follows:

State at the top of the comment letter who you are and on which LoP you are commenting. You should also provide a list of who attended the meeting.

Take each item on the LoP in order, and state for each either your comments or "no comment" so it is clear you haven't forgotten about any item.

For the items on which you have comments, try to be exact. Don't simply say, "I don't like it." Explain your reasoning and any books you used to derive your conclusions. If the comment involves a citation, especially of a relatively unknown book, please give the bibliographic information - author, title, publisher, publication date – so others can benefit from your work.

For further, more specific information on submissions, research and commenting please see *A Guide to Submissions Heraldry in the Outlands,* available from the Weel Herald.

3) The Heraldry of Court and Ceremonies

Written by Baron Randal Carrick

A) Introduction

This chapter is designed to cover the various elements that go into running a successful and entertaining Court in the Outlands. For perspective, I have been the principal Baronial court herald for two Baronies, Blue Iris Herald for HRM Chiara, and a Territorial Baron. In all, I have spent 2 ½ years as Baron, and about 4 as a court herald in one capacity or another. For clarity, I'll be working with 3 concepts in this section:

1. **The Principal** – The person for whom you have agreed to herald. For Royal court, your Principal is the King and Queen. For Baronial court, your Principals are the Baron and Baroness. For processionals, your Principal is the person you are introducing.
2. **Backstage** – This is the stuff that goes on behind the scenes, when almost nobody is paying attention.
3. **Game On** – This is what everybody thinks of as being the herald's job: talking loud at people.

B) Role of the Herald

The Court Herald is the Voice of the Principal. If you are going to herald, understand that everything you say is assumed to be said by them. If you are articulate, witty, and efficient, you make them look good. If you're a jackass, you make them look bad. Generally, each Principal will have a certain style that they want to project (whether they know it or not), and it'll be up to you to figure out what it is. After you've done a few courts, it gets easier, because the people who ask you to herald will have some idea of your style. For example: people pretty much know what to expect when they ask Master Adam to herald for them.

1. **Clerk** (Backstage) – The herald is often asked to be the clerk of the Principal, taking notes of meetings to help remind them later about the important points. Always have a piece of paper and writing implement.
2. **Gatekeeper** (Backstage/Game on) – A lot of people will want to meet with the Principal during an event, and many will come to you to see if they are available.
3. **Master of Ceremonies** (Game On) – When it is time for court, it is your job as the herald to get things started, introduce the speakers, and keep things going until you're done.
4. **Jester** (Game On) – This doesn't mean cracking a bunch of jokes during court. However, it is up to the herald to make things at least entertaining enough to hold the audience's interest. In some cases, this does mean cracking jokes.
5. **Timekeeper** (Backstage/Game On) – Once you confirm when court is going to be, it is up to you to be ready to go at that time. Don't be the one to make court (and usually feast) late. Also, when other people want to make presentations in court, find out what they want to talk about and approximately how long it will take. Often, people won't really want to say things themselves, so you can offer to make routine announcements on their behalf to save some time.
6. **Traffic Cop** (Game On) – A big part of your job is to let everyone know when to come up, and when to leave.
7. **Reporter** (Backstage) – After the event, you should make a report of what happened during Court, especially the awards given. This should at least be sent to Wimble Herald for the online database, and the Kingdom Scribe usually likes to know who did the scrolls that were given out. Posting a summary to the local or Kingdom e-mail list is also nice for those who couldn't be at the event.

C) Preparation

Being prepared is the single best way to make sure court doesn't suck. It doesn't necessarily require that much time (which is good, because there's often not much time for you to prepare), but taking even 5 minutes to figure out your business and write down a game plan can make all the difference. If nothing else, you'll feel a little more sure of yourself, and hey - isn't it all about you?

1. **Setting up the chairs** – Usually there's someone at the event who has been around long enough to know how the chairs get set up and will get it taken care of, but you should know this anyway. Starting from the middle out, the Crown of the Outlands sits first, then the Baronies in the order they were created. If there is a Crown Prince and Princess at the time, they sit to the right of His Majesty.
    a. **Precedence** – The hosting Barony always takes precedence over visitors, so this order often gets messed up, but the "official" order is as follows: Caerthe, al-Barran, Dragonsspine, Citadel, Unser Hafen, Caer Galen, Fontaine (Crown in the center, Caerthe to the right (facing the crowd), al-Barran to the left, Dragonsspine next to Caerthe, Citadel next to al-Barran, Unser Hafen next to Dragonsspine, Caer Galen next to Citadel, and Fontaine next to Unser Hafen). If any of them are not there, the next in line takes their spot.
    b. **Hosting Group** – If the event is being held in a Barony, The Baron and Baroness of the hosting group jump to the head of the line and take the place of honor next to Their Majesties. The order of precedence otherwise stays the same.
    c. **Visitors** – Visiting nobles from other Kingdoms follow the same "order of creation" rule – Crowns of foreign Kingdoms sit next to the Outlands Crown based on order of creation, and visiting Barons and Baronesses tack on to the end of the Outlands B&Bs in order of creation.
2. **Questions to have answers for** – This is the stuff you'll want to know the answer to as soon as possible.
    a. **When is Court?** – Blue Iris (or whoever is heralding for the Crown or hosting Barony) should ask the Crown (or hosting B&B) as soon as possible. Other heralds should ask Blue Iris. This is <u>always</u> at the whim of the Crown/hosting B&B.
    b. **Are we processing?** – Same deal. Try and specify if it will be a mass processional (where everybody walks in as a group, and heralds don't have to talk) or an invited processional (where the Crown invites the Baronies in, and their heralds announce them individually). Often, a processional is held for the main court of the event, and any other courts start with the nobles already seated.
    c. **What awards are we going to give?** – Ideally, there will be a scroll for each award, but sometimes the scroll doesn't make it. Your Principal should be able to give you this list. I prefer to write each award on a sheet of paper with several lines between each one. Make sure you have the SCA name first, then the award, then (if available), the mundane name, member #, group, and scribe.
    d. **What other Business is there?** – This is the other stuff that the Principal wants to talk about, like war practices, thank-yous, autocrat business, or whatever. Work this stuff into the blank spaces between awards where it makes sense to you. This is also the time to go over your proposed order of things with the Principal, to get you both on the same page.
    e. **What else do I need, and where is it?** – With luck, this will be taken care of by the Principal and the rest of the Retinue, so you may only have to worry about scrolls and ceremonies. Make sure you have them all together, stacked in the order you have the recipients written on your piece of paper. Other stuff that will be needed in court: baskets, gifts, medallions, tokens, favors, etc. The Principal is mostly in charge of making sure

this is available, but it's good for you to make sure it gets behind the chairs. Don't forget your water mug!

3. **Scrolls** – Scribes are the bane of every herald's existence. Scrolls can be really long, use words with 18 syllables, be written in foreign languages, be written so small that you need a magnifying glass to read them, etc. A little preparation goes a long way. Most scrolls come with a print-out of the text taped to the back. If not, read the scroll several times to get familiar, or make a legible copy for yourself.

4. **Names and how to say them** – SCA names, particularly Welsh, Gaelic, and Arabic, are the bane of every herald's existence. Get the list of people you need to call into court as early as possible, and spend some time trying to pronounce them. Try and find someone who knows how the person says their name, and write it down like it sounds. If someone comes to you wanting time in court, ask them to pronounce their name.
    a. **Cheat** – If you can pronounce the person's first name, but not the other 15 syllables of their Welsh monstrosity, you can cheat and go with just the first name. It looks bad if everyone else is called in by their full name, though, so if you can get everyone you need by first name without confusion, it would be better to shorten it for everyone across the board. This is often easier if you use everyone's title, but if you aren't sure about someone's title, it might be better to skip it across the board as well. Consistency is the key.
    b. **Get in the ballpark** – It's easier if you know someone with some familiarity with the person/language/culture.
    c. **Fail Spectacularly** – Make an attempt to get it in the ballpark. Don't stammer, but make clear you are making an attempt with a difficult name. If you're way off base, apologize. Once. Be done with it and move on.

5. **Call for Business** (Game on)– the best time for the usual "anybody having business in court tonight please come talk to me" announcement is after you've made your list of awards and other business, and 15 minutes before court. Remember the lines you left between awards and other business? Slot the stuff people bring to you now in the remaining empty spaces. Never let someone get away with "I have business" – always know what they're going to do or say (both to avoid potential embarrassment of your Principal and to avoid potential time wasters). If they want to make an announcement, ask if you could make it for them. If they want to give the Principal a gift, best to let them come up in person.

6. **Finalize the schedule** – Each one has to be different. Some basic guidelines:
    a. **Break up the business** – you don't want to have 20 announcements, then 7 awards, then done. Mix stuff up together in a way that makes sense. If you have to call all the Stag's Bloods up, put all 3 recipients together so you don't have to keep calling the same people back up to the front again and again.
    b. **Break up the awards** – a lot of people order things from least precedence to highest (AoAs, Orders, Grants, Peerages), but that gets kind of boring. Mix stuff up, within reason.
    c. **Confirm with the Principal** – let the Principal know what order you're going to be doing things, make any changes they want, and you're done.

D) Projection

Making yourself heard is often the hardest part of being a herald, and also the most important. The trick is to project, not yell.

1. **Posture** – Stand up straight and keep your head up. When you speak, look toward the back wall of the hall, not down at your notes

2. **Volume** – as much as possible, try to talk normally to the people at the back of court, without yelling at them. Yelling tends to raise the pitch of your voice, and gets really irritating, really fast.

3. **Test the hall** – Churches, Meeting halls, Auditoriums, etc. are generally designed to make it easy to be heard by people in the back. Other rooms, not so much. If possible, try testing the hall before a lot of people are in there, so see how loud you need to be.

4. **Solicit Feedback** – At the beginning of court, have a friend stand in the back and signal you as to whether you can be heard. Adjust accordingly until you get dialed in.

E) Parts of Court

1. **Processional** – This is the part where all the principals walk in. Sometimes, they want to start seated, where everybody just walks in with no pomp and circumstance, sits down, and you open court. Often, the herald is required to announce everybody as the walk up.
    a. **Order** – the order is the same as that for the chairs: Crown, Hosting Barony, Caerthe, al-Barran, Dragonsspine, Citadel, Unser Hafen, Caer Galen, Fontaine dans Sable. Remember to throw in visiting nobility in the proper spots.
    b. **What to say** – The only thing required out of the herald in a processional is to say the names and titles of the Principals. But that's boring. Most processionals involve the herald being loud and bombastic about how awesome their Principal is.

       Scripts – some Baronies have scripts for the herald – makes things easy.

       Winging it – Most of the time, you have to wing it. Use words like ancient/noble/mighty for the group, beautiful/radiant/inspiring for the lady, and, well, whatever you can think of for the gentleman.

2. **Opening** – Under Corpora, a lot of stuff can only be done "in court", and changes to Kingdom Law are only official when they're read in court. So, to be official, you have to "open" court. Simply announce "Here opens the court of <names, titles>".
    a. **Order** – The Crown usually opens court first, and then, at some point during Their business, they allow the hosting Barony to open court. Local heralds need to work out with the Kingdom herald when and how this should happen during the "call for business" above.
    b. **Resuming** – If you've already had court at this event, remember to resume, not "re-open" court.
    c. **Sit down** – Since people will stand up as you walk in, and remain standing when you open court, give them permission to sit back down. Simply say "you have Their Majesties'/Excellencies' leave to be seated".

3. **Invitations** – Once you've opened court, you will need to call people up to give them awards or let them make announcements and such. Depending on the tone you want to have for the court, you can invite, call, summon, command, demand, etc. the person to come before the Principal.
    a. **Who to bring up** – Obviously, call up the people getting awards. For some awards, it is common to call up the other members of the Order as well. People giving gifts to the Principal should be called up unless the Principal wants to take care of such things outside of court (ask). Announcements are a special case.
    b. **Announcements** – People who want to make announcements can take up a lot of time in court. The Autocrat will always get time to come up and speak, but you can usually take care of other announcements yourself. Ask the person if you can do the announcement

for them, and have them tell you what the announcement is. This avoids having to take the time for them to get out of their seat, walk up, ask permission to speak, make the announcement, and walk back to their seat.

c. **Absentees** – If you invite someone into court and they are not there, wait a few moments to see if someone jumps up to go get them, and then simply ask the Principal "shall I move on?" They will usually ask if they are attending the event, and if the person can be fetched, move to the next award or announcement to fill the time. If the person is not there, you may need to read the scroll anyway. Let the Principal guide that one.

4. **Awards** – This is the main purpose of court for most people, so should be your main focus as well. Always remember that the point of an award is to make a special moment for the recipient. They have done something really cool, and you get to make a big deal of thanking them for it.

   a. **Is there a ceremony?** – The Outlands is a Kingdom of traditions, and the giving of many awards has a certain ceremony associated with it. The Kingdom and the Barony of Caerthe have books of ceremonies with standard scripts for giving each award. Peerages and Investitures often have complex ceremonies. Find out from the Principal if there is a standard ceremony for an award.

   b. **Orders** – along with ceremonies, even if it is not written down, some awards traditionally require the other members of the Order being given to come up. Normally this is done by calling up the Order, letting the Principal talk about the new member, and then calling up the recipient. The Principal should know all this, and let you know during prep.

   c. **Time** – Remember that the most important award you can give is an AoA. It's often the first award someone gets, and may be the only award they ever get. Other awards may represent the culmination of years of work on the part of the recipient. Always try to give it the time and attention it deserves.

5. **Scrolls** – The scrolls that we give out are amazing pieces of art – treat them gently. It's always good to hold the scroll up above your head and show it around while you read the text off the back. Avoid bending your head down to read, or holding the scroll in front of your face, since the people in the back won't be able to hear you. Always mention who made the scroll after you're done reading it.

6. **Cheers** – You should lead cheers after each award, and usually after someone gives a gift. Also, autocrats and their staff should get cheers.

   a. **Basics** – "Three cheers for <name>: Hip, Hip! (huzzah!) Hip, Hip! (huzzah!) Hip, Hip! (huzzah!)"

   b. **Detail** – Often, the Principal will be talking directly to the person getting the award, meaning the people toward the back of the hall can't hear what is going on. You can use the cheers as a way to let the audience know what just happened, as in "Three cheers for Bob, the newest companion of the Argent Hart!" or whatever. Also good for gifts: "Three cheers for the generosity of the Shire of Windkeep!" You get the idea.

7. **Moving On** – The most noticeable place where Court can bog down for the audience is between items of business. The more time it takes between things, the less time you can devote to the business itself if you want to stay on schedule.

   a. **Getting people to leave** – usually, people are pretty good about figuring out when their bit is done, and walk away. Sometimes, if someone is particularly nervous (especially new people or large groups where it might be less clear), a gentle "you have Their Majesties'/Excellencies' leave to depart" can get the job done.

   b. **Consultation** - If you have prepared properly, there is no need to lean over and ask the Principal what to do next. After the last person called up leaves the Presence, simply call

the next person up, or make the next announcement. The Principal should know what they are doing with the person. The only time there should be consultation is when the Principal wants to talk about something. Then, lean over and say something like "You wished to talk about our allies at War this year." That way, they can get up and remember what they were going to say.

8. **Closing Court** – The time when you can finally sit down and relax.
    a. **Recessing** – If there are going to be multiple courts at an event (usually morning and evening, or several evening courts at a long camping event), use "Here recesses the court of <Names and titles>" for all but the final court of the event. This triggers Permission below.
    b. **Closing** – For the final court of the event, use "Here closes the court of <Names and titles>". This triggers both Cheers and Permission below.
    c. **Cheers** – After closing court, normally you offer cheers to the Principal. Usually, it is just "Long live the King! Long live the Queen! Long live the Outlands!" Baronies usually don't do this for the local group, but you can. Remember: if the Royal Heirs have been chosen, but not crowned, the order is "Long live the King! Long live the Queen! Long live the Crown Prince! Long live the Crown Princess! Long live the Outlands!" (There is a difference between "Prince" and "Crown Prince", btw).
    d. **Permission** – It is polite (but not absolutely necessary) to give the audience permission to depart/go about their business/enjoy the event after ending court.

F) Messing up

It will happen. People will laugh at you. Move on. The more you apologize, act flustered, etc., the more attention you draw to the error. Go on about your business, and everyone will forget about it (eventually).

G) Court Reports

If you act as herald-in-charge of a court, you must send a Court Report for that court within ten (10) days of the court to the Wimble Herald. The herald-in-charge of an event is usually the herald of the group in which the event is held. If a Crown court is held at a local event, even if he did not herald the court, the local herald should still send an Awards Report for the court which took place. Redundant awards reports can't hurt. It only insures that nothing is forgotten.

Send the Award report, via email, to Wimble and the ruling Noble who's Court the report covers. You should also include on the Cc: line White Stag, the local herald, and the kingdom or baronial scribe. Complete information is best, but some information is better than no information.

A sample award report may look like this:

Gathering for No Particular Reason, 07/12/03

Mary Newcomer (Mary Smith) AoA, Shire of Bunker Underhill

John Newpeer (Buddy Hackett) Order of the Laurel, Shire of Bunker Underhill

James the Butcher (Bob Wilson) Stag's Heart, Barony of Overthere

4) Rules of Precedence and Outlands Awards

A) Heraldic ranks and insignia

The Outlands College of Heralds has a system of "ranks" which distinguish the level of achievement of its members. A herald may be titled or untitled. The officers who directly serve a noble (the herald of a Barony, Principality or Kingdom), are titled offices (e.g. Penguin Pursuivant or Sandstorm Herald). The office title usually (but not always) alludes to some feature of the arms of the group. Likewise, the various kingdom deputies in the Outlands College of Heralds are all titled positions.

Messinger-of-Arms (Untitled): This term indicates a newcomer to heraldry who has shown an interest in the art.

Macer (Untitled): This is a lower warranted rank in the College of Heralds. It is given after several months of reporting and service and implies a basic knowledge of the arts of heraldry.

Pursuivant (Titled or Untitled): This rank is attained after having served the College of several years. It implies a thorough knowledge of the workings of heraldry. The herald of a barony usually rises to the rank of Pursuivant.

Herald (Titled or Untitled): This is a rank usually reserved for kingdom-level heralds or above, or those who have mastered at least one aspect of heraldry and served the kingdom for several years. This rank may be titled.

Herald Extraordinary (Titled or Untitled): This rank is usually reserved for those heralds who have given to the kingdom through many years of service.

Sovereign of Arms: This is a Society-wide title. There may be one to three Sovereigns of Arms – Laurel and, optionally, Pelican and Wreath.

The badge of the College of Heralds is: *Vert, two straight trumpets crossed in saltire, bells in chief, Or*. It is important that regalia, either with this emblem, or with the arms of the group that you are representing, be worn when appearing in any official capacity as a herald. The regalia serve to identify you as the "voice of the Crown" with all the duties and rights which accompany that state. Do not wear a heraldic tabard or baldric (either with the group's arms, or the herald's emblem) when you are not "on-duty". When you are not working officially as a herald, it is acceptable to wear a small representation of this badge, such as a belt favor, to identify you as a herald.

Appendix A has a complete list on heraldic titles used in the Outlands. A list of titles, with current office holders, is available online at: http://outlandsheralds.org/resources/.

B) Awards and honors

Awards of the Kingdom of the Outlands

The following awards are currently in-use in the Outlands. This section is subject to change, especially as new awards are added. For the most up-to-date list, please visit the Wimble web site where you can search for awards by name, group, or initials.

(a) Precedence begins with:

The King, Queen, Crown Prince, Crown Princess, Territorial Prince and Princess (in Kingdoms with Principalities), Dukes/Duchesses, Counts/Countesses, Viscounts/Viscountesses, Territorial Barons/Baronesses, and Peers (Chivalry, Laurel and Pelican).

(b) Awards carrying a Grant of Arms, precedence is above a simple Grant of Arms:

Flower (OFO)
Iron Hart (TIH)
Sharparrow (AIR) ["Archer of the Iron Rain"]
Silver Lance (OSL)
Stag (OSO)

White Scarf of the Outlands (DWS)

(c) Grant of Arms
A Baron/Baroness of the Court may be equivalent in precedence to a simple GoA or a simple AoA, depending on the preference of the King and Queen awarding it.

(d) Awards carrying an Award of Arms, precedence is above Baronial Awards bearing an Award of Arms:
Argent Hart (CAH)
Golden Pheon (CGP)
Silver Stirrup (CSSO)
Silver Tyne (DST)
Stag's Blood (DSB)
Stag's Hart (CSH)

(e) Baronial Awards carrying an Award of Arms, precedence is above a simple Award of Arms:
Aspen of Caerthe (CAC) (Caerthe)
Black Glove of Caerthe (CBGC) (Caerthe)
Gilded Leaf of Caerthe (CGL) (Caerthe)
Sable Lion of Caerthe (CSLC) (Caerthe)
Antare Kano (CAK) (al-Barran)
Espada de Oro (CEO) (al-Barran)
Hammer of al-Barran (DHA) (al-Barran)
Russian Thistle of al-Barran (CRT) (al-Barran)
Scorpion of al-Barran (CSA) (al-Barran)
Scorpion's Sting (CSS) (al-Barran)
Espada de Oro (CEO) (al-Barran)
Watch Fire (CWF) (al-Barran)
Dragon's Blood (CDB) (Dragonsspine)
Dragon's Claw (CDCD) (Dragonsspine)
Dragon's Fire (DDF) (Dragonsspine)
Dragon's Grace (CDG) (Dragonsspine)
Scales of Dragonsspine (CSD) (Dragonsspine)
Arquites Australis (CAA) (Citadel of the Southern Pass)
Astrum Australis (CAA) (Citadel of the Southern Pass)
Calyx Honoris (CCH) (Citadel of the Southern Pass)
Ensis Honoris (CEH) (Citadel of the Southern Pass)
Flos Australis (CFA) (Citadel of the Southern Pass)
Thermopylae (DOT) (Citadel of the Southern Pass)
Builders of the Portcullis (CBP) (Unser Hafen)
Golden Columbine (CGC) (Unser Hafen)
Golden Ring (CGR) (Unser Hafen)
Keepers of the Portcullis (CKP) (Unser Hafen)
Arch (Caer Galen)
Bard's Militant (Caer Galen)
Golden Nightingale (Caer Galen)
Guardian of the Oasis (Fontaine dans Sable)
Keepers of the Waters (Fontaine dans Sable)
Palma Aurea (Fontaine dans Sable)

Trefoil (CTO) (Kingdom award to members of shires, ranks equally with baronial awards)

(f) Award of Arms (AOA)
Baron/Baroness of the Court may be equivalent in precedence to a simple GoA or a simple AoA, depending on the preference of the King and Queen awarding it.

(g) Non-Armigerous Kingdom Awards
All non-armigerous awards carry the same precedence. Kingdom and Baronial are separated here for ease of listing.
Argent Rose of the Outlands (CARO)
Azure Mullet of the Outlands (CAMO)
Brendon Swatko (CBS)
Cordon Royale (BCR)
Fallen Snow (CFS)
Knight Pensioners of the Venerable Guard (PVG)
Legion of Gallantry (CLG)
Promise of the Outlands (CPO)
Queen's Cypher (BQC)
Queen's Grace (CQG)
Venerable Guard (CVG)
Walker of the Way (CWW)

(h) Non-Armigerous Baronial Awards
Black Glove of Caerthe (CBGC)
Cordon of Honor of Caerthe (CCHC) (Caerthe)
Dreamer's Cup (CDCC) (Caerthe)
Keystone of Caerthe (CKC) (Caerthe)
Sapling of Caerthe (Caerthe)
Desert Fawn (CDF) (al-Barran)
Heart of the Scorpion (CHSA) (al-Barran)
Scorpion's Favor (BSF) (al-Barran)
Baron's Chalice of Merit (BCM)
Baroness' Degree of Elegance (BDE) (Dragonsspine)
Dragon's Vanguard (CDV) (Dragonsspine)
Guardians of Golden Flame (GGF) (Dragonsspine)
Gentle Dragon (CGD) (Dragonsspine)
Pride of Dragonsspine (CPD) (Dragonsspine)
Treasured Jewels of Dragonsspine (CTJD) (Dragonsspine)
Baron's Chalice of Merit (BCM) (Dragonsspine)
Fellowship of St. Stephan (OSS) (Citadel of the Southern Pass)
Lux Australis (CLAC) (Citadel of the Southern Pass)
Lux Cataractae (CLC) (Unser Hafen)
Prima Lux (CPL) (Unser Hafen)
Salt Bearer (CSB) (Unser Hafen)
Stonemason (CSM) (Unser Hafen)
Cochon Volant (CV) (Caer Galen)
Curmudgeons of Caer Galen (BC) (Caer Galen)
Dancing Monkey (DM) (Caer Galen)
Foal (CF) (Caer Galen)

Poignard Noir (BPN) (Caer Galen)
Saint William the Cooper (BCW) (Caer Galen)
Storytellers of Caer Galen (SCG) (Caer Galen)
Baron's Thistle (BT) (Fontaine dans Sable)
Golden Paw (GPF) (Fontaine dans Sable)
Mermaid's Grace (MG) (Fontaine dans Sable)
Sands (OS) (Fontaine dans Sable)
Silver Axe (CSA) (Fontaine dans Sable)
Small Fountain (CSF) (Fontaine dans Sable)
Winged Pheon (OV) {"Order of the Vol"} (Fontaine dans Sable)

C) Kingdom arms, badges, flags, ensigns

King and Kingdom: *Vert, a stag argent, attired and unguled, salient from between the boughs of a laurel wreath, in chief a Saxon crown, all within a bordure embattled Or.*

Queen: *Vert, a hind salient, unguled, and in chief a Saxon crown, all within a wreath of roses lying as on a bordure Or.*

Crown Prince: *Vert, a stag salient argent, attired and unguled, gorged with a Saxon crown, all within a bordure embattled Or, overall a label argent.*

Crown Princess: *Vert, a hind salient argent, unguled and gorged with a Saxon crown Or, between three doves rising, wings elevated and addorsed argent, beaked and membered and all within an orle embattled Or.*

Ensign: *Vert, a stag salient argent, attired and unguled and within a bordure embattled Or.*

War Ensign: *Pily bendy vert and Or, a stag's attire bend sinister-wise gules.*

D) Heraldry of the SCA

Arms of the SCA: *Or, a laurel wreath vert.*

The Great Offices:

Council of the Seneschals: *Gules, a key fesswise Or.*

College of Arms: *Vert, two straight trumpets in saltire, bells in chief, Or.*

Earl Marshall: *Sable, two swords in saltire Or.*

Chancellor of the Exchequer: *Azure, a pale checky gules and argent between six bezants in pale three and three.*

Chronicler: *Per pale sable and argent, two quills conjoined in pile counterchanged, a chief gules.*

Chirurgeon's Guild: *Gules, on a goutte argent, a fleam gules.*

Ministry of Arts: *Purpure, an Irish harp Or.*

Ministry of Arts and Sciences: *Azure, a candle enflamed within an arch stooped argent.*

Ministry of Sciences: *Per pale Or and argent, a pair of calipers sable.*

The Peerage Orders:

Order of the Laurel: There are no restricted charges for the Order of the Laurel.

Order of the Pelican: A pelican in its piety; a chapeau; a pelican vulning itself.

Knighthood: A circular chain; a white belt.

Mastery at Arms: A white baldric.

Order of the Rose: A wreath of roses.

5) Field Heraldry

Originally written by Maistre Louis-Phillipe Mitouard, updated for the 5th edition by Baron Angus Reid MacFarlane

A) How should a field herald behave?

The field herald is the voice of the Crown. As the herald is a representative of the Crown, the herald is considered inviolate while wearing the green and gold colors. That is, she cannot be persecuted or challenged for anything that she might say, as these are the words of the Crown. It is for this reason that if you are not acting as herald or have finished with your heraldic activity, you should remove your tabard. Whatever personal opinions the herald has as individual, most especially negative ones, must not be expressed in an official capacity. In practical terms, you have an obligation that the herald's office is respected and (most especially) listened to. Otherwise, we are useless as an organ for conveying information.

The field herald is diplomatic and impartial. The Crown sometimes makes announcements that are not considered popular at all. If you make a special effort to phrase these as diplomatically as possible and if you have done a good job of being impartial the rest of the time, it will be clear that the voice being heard is that of the Crown. This is the right use of heraldic inviolability. Otherwise, the temptation is always to shoot the messenger: that's us.

The field herald should be discreet. Frequently, in the process of interaction with the court, the herald may become privy to information that it would be unwise to repeat. The field herald must have selective hearing, otherwise confidences will never come your way again. If some choice tidbit comes along, keep it to yourself. This will keep you out of a lot of trouble.

Finally, the herald should be colorful and well spoken. This would seem to be in conflict with the above, but remember: speak as the crown would wish you to speak. Surely, the Crown wishes for their tournaments and courts to be both entertaining and engaging, and for their voice to urbane and witty. The herald must be discreet but he must be part of the show.

How do I get started field heralding?

Often, the herald's first exposure to heralding is to herald during a list. If you are interested in getting started field heralding, approach the field herald-in-charge when heralds are called for (usually this happens at opening court or soon after). Make sure you have 3x5 cards at the ready to write down any litany you might not remember. This is a necessary teaching device. Do not be embarrassed to use it. Pick out a herald to act as a "mentor" or "teacher." The person you pick will stand close by on the edge of the field and point out what you can improve. Get in the early rounds of a tournament or get in a small tourney; that way, there's less pressure and learning can be some fun.

The Wearin' o' the Green - heralding on the field

On the fighting field, the basic duty of the heralds is to help keep the lists running smoothly by announcing the fighting order for each round before the round begins, to help the ceremony of the lists by orchestrating the salutes to opponents, ladies and the Crown, and to keep onlookers informed of the goings-on of the field. These functions will be explained in detail in the following sections.

B) Basic list heralding

What follows here are the basics. Read them carefully, and don't be afraid to have written notes with you the first time you do this on a field.

Opening the tourney

At the start of the tourney, announce something like, “My lords and ladies, good gentles all, here begins the Baron’s Champion Tourney.” Be certain to address the royalty or ruling nobility first.

Announcing the order of combat

First, at the start of each round, the herald announces the order of combat. Each fight is announced, for example: “In this first round of the Crown List, the order of combat is as follows. First fight, Sir Reginald Hardstick and Lady Barby de Bowtown. Second fight, Duke Axehead Axelsson and Sir Lagbolt Tightscrew,” etc., until the entire round has been read. Avoid using double titles such as, “Duke Sir Methuselah the Old”; instead use, “His Grace, Sir Methuselah the Old” or simply, “Sir Methuselah.” The MoL will usually have listed one preferred title on the list card(s).

Calling fighters to the field

After the order of combat has been announced (and the fighters have suitably prepared), the first pair of fighters are called to the field:

“Sir Reginald Hardstick and Lady Barby de Bowtown arm and take the field!”

The next two pairs are warned to get ready, so that they will be armored up and so not be surprised when they are called to the field:

“Duke Axehead Axelsson and Sir Lagbolt Tightscrew make ready! Master Godzilla the Destructive and Frothhead, prepare!”

Performing the salutes

When the fighters have come to the field and have taken their positions on opposite sides of the field, the herald announces the combatants to the crowd:

“On this field of combat, Sir Reginald Hardstick faces Lady Barby de Bowtown.”

The herald gestures toward each fighter as his or her name ise announced.

“Fighters, salute the Crown of the Outlands.”

The herald salutes as well as a matter of courtesy. It is customary to have the fighters salute the local Baron and Baroness if in a Barony and if they are present. Then proceed as follows:

“Salute the one whose favor you bear.”
“Salute your most worthy opponent.”
“And pray heed the word of the marshals.”

Announcing the victor

At the end of the announcement, the herald hastens off the field to let the fight begin. The herald should always be close to the edge of the field, waiting for the end of the fight.

When the marshals signal that there is a victor (let us assume that in a stunning upset, Lady Barby de Bowtown has one-shotted her knightly opponent) the herald announces:

“Victory to Lady Barby de Bowtown.”

Or, if the tourney is best two out of three:

"Victory in the first bout to Lady Barby de Bowtown."

Or alternatively:

"First victory to Lady Barby de Bowtown."

At the match's conclusion, voice the following:

"Second (or third) **victory and the match to Lady Barby de Bowtown!"**

The herald then calls the next three fights:

"Duke Axehead Axelsson and Sir Lagbolt Tightscrew, arm and take the field…" and so on.

This procedure continues until the end of the round, at which time the herald may announce:

"Thus ends the first round of combat."

A helpful warning for beginners

You will sometimes be tempted to "ham it up." After all, aren't all heralds thought to be jokesters who are quick with a quip? Well, only do this with caution, around people you know, and only once you know the basics. There is a fine line between kidding someone you know and insulting someone you don't. As a beginner, you probably will have enough to think about just following the litany.

C) Advanced list heralding

Essentially, the above is the litany. All the rest of the things the tourney herald does are refinements of this basic formula, as described in the following sections.

Who are those guys, anyway?

Frequently, especially if you herald outside your local area or if you are a new herald, you will encounter pairs of fighters whom you have never seen. Who is who is something to be aware of before you start to announce the fight - although you'd be surprised how easy it is to forget to find out. By the end of the fight, when the victor is to be announced, you should know which fighter is which so that you can announce the correct one in a timely manner.

The first trick to help this problem is simply to be observant. If one fighter is wearing a white belt and gold chain and the other is not and one fighter is titled "Sir," your problem of deduction is solved. Likewise, if a fighter's arms are displayed on her shield and the arms cant (allude to) that fighter's name, your problem is likewise solved.

If the above does not help, ask someone. The marshals may be aware of which fighter is which, and can tell you. There is no shame in asking the fighters themselves which one is which. Pick the friendlier looking of them, and ask. It is necessary to ask only one fighter; one can deduce the other. Most fighters don't mind being asked who they are if you are unfamiliar with them. They do mind if you get it wrong later, so ask and then try to commit it to memory.

The name game

A related problem to telling who's who is knowing how to pronounce the name of a combatant. Many names are not necessarily pronounced as they are written. If you feel a name may be a problem (if it looks obnoxiously hard when you read it), ask the fighter in question. Again, it is not offensive to ask; in fact, it shows that you are concerned. It does hurt to get it wrong.

If you do mangle some fighter's name and there is a groan from the crowd, take it in good humor. You have plenty of company - every herald has been in the same situation. All you need do is take the fighter aside later, tell them how sorry you are that you mispronounced their name, and try to correct your mistake next time. Why not a public apology, you ask? A herald stopping an announcement to publicly (and usually obsequiously) beat his breast and to cry "Mea culpa!" is more distracting and more embarrassing to everyone concerned (especially to the injured party) than simply allowing the matter to drop until you can address it in private. Use your best judgment. Again, it is always best to ask the fighter before you announce the fight whenever possible so that you may avoid the above mentioned situation as often as possible.

Ranks and Titles

In deference to their ranks and stations, it is considered polite to announce the combatants in precedence order, with the higher ranked fighter announced first. Thus, one would announce, "Duke Axehead doth face Lord John," rather than the other way around. The fighter's titles may or may not be listed on their cards. The names may be in order or not. If they are not, see your Minister of Lists. Since people will often have multiple titles and awards, the precedence for each fighter can be determined most accurately from the Order of Precedence, available from the Wimble Herald. Here is a brief list of titles from highest to lowest precedence:

Duke/Duchess (called your/his/her Grace)
Count/Countess (called your/his/her Excellency)
Viscount/Vicountess (called your/his/her Excellency)
Landed Baron/Baroness (called your/his/her Excellency)
Sir/Master/Mistress
The Honorable Lord/The Honorable Lady (called your/his/her Lordship/Ladyship)
Court Baron/Baroness (called your/his/her Excellency)
Lord/Lady
Gentles not holding arms (called only by their name)

Getting the fighters' attention

Frequently, it is much more difficult for the fighters to hear you than it is for the populace to hear. A fighter in a tourney may be distracted. They may already be armored up and have a helm on, making hearing difficult. You need to address calls to the field and the reading of the order of combat to the fighters in particular. Thus, one might start reading the order of combat by saying:

"My Lords and Ladies, FIGHTERS PRAY ATTEND. The order of combat for round one is as follows:"

When reading the order of combat, or any times a list of names is read for that matter, it pays to make sure that the pairs are delineated properly to avoid confusion. Thus one should say:

"FIFTH FIGHT, Count Ulric the Unwashed VERSUS Sir Reginald Hardstick. (pause)
"SIXTH FIGHT, Master Godzilla the Destructive VERSUS Lord Dudley Wright."

Note the emphasis on the FIGHT/VERSUS formula. This helps to make the pairings clearest. This way, you won't have Sir Snugglebunny coming up to ask you when it is that he fights Master Godzilla.

Second calls to the field

When a fighter does not answer a call to the field, a second call is usually in order. Make sure to ask the marshals or even the Minister of the List before giving a second call to the field. There may be rules in place for that tourney regarding how many calls to the field will be given before a

contestant is disqualified. It is good politics to make sure that you are not overstepping your bounds.

Keeping things running quickly

One of the functions that a herald can perform is to help keep the lists running quickly. To save time the litany of salutes are sometimes shortened or dropped entirely after the first round of combat. Note that the ruling noble should be consulted before doing this. When short on time, the herald should always be conscious of how long they are out on the field. You should be watching the field so that you get out onto the field to call the next fight as soon as the marshals indicate a victor in a match. Also, when you are finishing the introduction of the fighters you can be backing off the field so that when the litany "At the marshal's command you may begin" is finished, you are off the field and the fighting may truly proceed without any further delay.

You'd be surprised how much time can be saved by such simple dodges. Of course, don't rush through the announcements that you do make: that might make them sound offensively hasty. Simply attend to time management.

Keeping the crowd's interest

There is frequently something which the fighters should know about the format of the lists such as whether byes are to be fought or not (and if fought, by whom), whether in a double elimination tournament the final round is to be fought round robin, deaths retained or not, etc. These things are of keen interest to the spectators as well, so you should make a double effort to announce them as the opportunity arises during a round. You could say, for example, when announcing the order of combat for the round, "A combats B, C combats D, E has drawn the bye, which will be fought by F."

A nice touch is to announce the end of the round, "This ends the X round" so the crowd and fighters know there's a break.

As you get to the end of the tourney, the crowd tends to sit up and pay attention. This is natural; after all, doesn't the best usually come last? As the tension builds, especially in an important tourney, now your instincts as a showman must start to come alive. In the final round, you might emphasize:

"In this final round of this eighteenth tournament for the Crown of the Outlands, X combats Y!" or **"In this final round, X combats Y to become the Queen's champion!"**

Of course, as the crowd starts to pay attention, they will expect more of the herald, too. Use your best dramatic voice, especially at the end. If you sound bored, the crowd will be bored. If you have tension in your voice, the crowd will feel the drama of the situation.

Blazoning arms has at times been done in the first round of Crown Tournaments and is sometimes done in final rounds. This takes some preparation on the part of the herald-in-charge, but adds much to the ceremony of the event. If you blazon arms (if you have time) you could say (for example, when the fighters are introduced):

"In this combat, Sir Cock Robin, bearing the device Or, a rooster crowing sable, does combat with Lord Al Mighty bearing the device Azure, emerging from two cloud parted fesswise argent a hand proper discharging a lightning bolt argent."

Some points of diplomacy on the fighting field

Announcing acts of chivalry

It was once the tradition for a herald to announce when a fighter committed what was termed an "act of chivalry", such as giving up the use of a shield when the opponent has lost one arm, and so on. There arose many arguments and controversies about whether an "act of chivalry" should be noted publicly at all. It is a sufficiently touchy subject that you will probably never want to announce when a fighter has given up the use of a weapon in response to his opponent, except if the ruling noble asks that it be announced (and then, of course, do it). If the crowd applauds such an act, then let them. Again, such announcements are almost never made in the Outlands.

Announce the victor of a fight (not the loser).

The usual litany says: victory to X. If you ever change your litany for announcing bouts, be sure you use such a form. It is always better to accentuate the positive. The last thing that the herald needs is a defeated fighter feeling that the heralds publicly shamed them further by announcing their loss.

Further, the herald must in all ways be quite careful when announcing fights and fighters to avoid favoritism. Under no circumstances should the herald be seen as applauding a victory on the field unless they do so for all fighters. Never, ever announce such a sentiment out loud such as: "Victory, and a good thing too." The herald is in a public position. Play favorites, and you will build resentment. It is true that most heralds are tactful and diplomatic and would never purposefully say something hurtful, but even if it was only meant in jest, be careful: tempers can run hot on the fighting field.

A point of mechanics: announce the winner only when a marshal indicates who it is (prompt a marshal from off-field if necessary). The marshals should indicate the victor of a fight by pointing their staves at the victor, but if they don't and there is any doubt in your mind, ask the marshals: "Milord Marshal, is there a victor?" and get them to indicate one before coming out onto the field. Fighters sometimes take a very long time to die. Fighters may double kill each other with one dying in a second and another ten seconds later. Fighters may take a blow, fall down, consult, think about it and get back up again. If you have watched fighting as a spectator, you know that strange things can happen. For some reason, it always is particularly ironic and embarrassing for the herald to announce victory of the wrong person (and people are always trying to catch the herald in a mistake), so always be sure of who has won before announcing.

Safety on the fighting field

On the field, first and foremost, the herald's concern should be for safety - yours and others. Watch out for the following:

While the fight is in progress, make sure you are outside the list field. Let the marshals guard the field (with the rare exception that during melees, you may be asked to be a "side marshal" outside the field).

Never turn your back on the fighting, as charges and overruns happen (especially during "team" fighting or melees). You never know what sort of armored battlewagon could be bearing down on you. If you have a herald's staff - and it is heartily recommend that you have one - be prepared to use it to protect your body while getting out of the way.

Remember that the field marshals have primary control over the fighting field. For this reason, the herald should almost never call "Hold!" or otherwise instruct the fighters on the field. It is also for this reason that the herald should never say "Lay on!", as this phrase is reserved to the marshals to tell the fighters to begin fighting. If a herald calls a "Hold," it is always for the purpose of preventing impending disaster. If that armored knight is about to squish the one-year-old who just crawled onto the field, or if that knight's faceplate just flew open while a sword shot

is flying toward them, yell "Hold!" with your best herald's voice. In all other cases, such as observing a broken piece of armor on a fighter, the best policy is to call the attention of the marshals and allow them to deal with the fighters. The herald should never call "Hold" for any other fighting actions on the field, such as a fighter dropping a weapon or a fighter on their knees falling to the ground. In truth, most heralds would not be tempted to call "Hold!" at all, except for those heralds who are also fighters and so know of the conventions on the field.

Also, at times, the marshal or fighter will call a hold to "calibrate" blows or to ask each other where a shot was seen to land. Even though the herald may be a keen spectator, he should not offer an opinion during such discussions (if he is on the field at all, which he probably shouldn't be) unless asked directly by the fighters.

In conclusion, leave controlling the fighters on the field to the marshals unless you have a very good reason: it makes for good safety and good politics.

D) Working with the Minister of the Lists

In field heralding, the herald works closely with the Minister of the Lists. The following are things that will make your MoL love you rather than hate you when you volunteer to herald the list.

General MOL stuff

When you get the round cards from the MoL, make sure that you can read the handwriting on the cards. Check to see whether titles are listed on the cards. Make sure the cards are in order. Make sure that the names can be pronounced. If not, now's the time to note a phonetic spelling on the card.

It is necessary to get the already completed cards back to the MoL as quickly as possible so that the results can be recorded and the next round drawn. Usually the next herald up (or a trainee) is used to "run" cards to the MoL. If no such person is assigned, make sure that the job is being done: either draft someone or be conscious of delivering them yourself between fights.

What kind of list is it?

Single elimination: This is the simplest form of list. In this style, the fighters are paired off in twos, the victor from each pairing going on to the next round, fighting the other winners (the losers are eliminated), and so on until finally only one remains.

Double elimination: Similar to the above, except that the loser of each pairing is given a second chance. When a fighter has lost in two pairings, that fighter is eliminated from the tournament.

Round Robin: In this style, each fighter is paired once against every other fighter in the list.

Two out of Three: This can be a modification of any of the above styles of list (one can have single elimination two out of three, double elimination two out of three, or hopefully not, round robin two out of three). Instead of the winner of each competition being determined by winning once, the fighters instead fight the best two of three. Note that this is different from double-elimination in that, in double elimination, a fighter is eliminated by losing in two different pairings in two different rounds; in two of three, the winner of a pairing is determined by more than one "fall."

Byes fought or not, destructive or non-destructive: If there are an odd numbers of fighters in a round, a randomly chosen fighter remains unpaired. That fighter is said to have drawn a "bye." In some styles of list, the bye fighter (one can have fun with that term) goes unmolested into the

next round. Because this allows one fighter to be at an advantage, that fighter is sometimes made to fight against a champion who is not in the tournament. If the fought bye is non-destructive, this is simply to tire the fighter out. If the bye is destructive, and the fighter loses, it is the same as if the loss was to another entrant in the tourney.

Retained deaths in the final rounds: In a tourney where deaths have accumulated (double elimination and round robin), some fighters may enter the final round with more deaths than others. Because this places one fighter at a disadvantage, sometimes all deaths are declared to be set to zero and the final round is fought on an even footing.

Round robin finish: In a single or double elimination tourney an odd number of fighters may enter the final 2 rounds, thus it is sometimes decided to end these tourneys with a round robin finish. Rather than drawing a bye for the final round, the remaining fighters will fight round robin until one remains. This may also involve retaining deaths (if this was double elimination).

Working with the card system

Before the round begins, the MoL will hand you a stack of cards on which are written the fights for that round. Each fighter will usually have their own card with a record of their wins and losses on the back. The fights will be in order, with the person listed on the first card fighting the person on the second card, the person on the third card facing the person on the fourth card, the person on the fifth card facing the person on the sixth card, and so on.

It is imperative that after each match the MoL receives the cards for both fighters, WITH THE VICTOR'S CARD ON TOP, whether you have sent them with a runner or deliver them yourself. This enables the MoL to make the appropriate marks on the cards and their sheet while the tourney continues.

E) Announcements

As a field herald you will be asked to make announcements of various kinds. Typically, at the request of the Crown, the autocrat, or various officers present. Clearly, some announcements must be made right away without question. If someone's infant has run off, you should drop what you are doing and announce it. If the Crown requests you to announce something, you do it.

Sometimes, however, the judgment is not so clear. You must always take into consideration the content of the announcement, and who is asking for it. You are being put on the spot and it is understandable if you feel that way. If you feel that the announcement is inappropriate or that the timing is wrong, ask the requester to pass the announcement by the autocrat or even the Crown for approval. If the official approves the announcement then, by all means, make it. But this way it is a person in authority that is rejecting the inappropriate announcement. You should only refuse to make an announcement as a last resort, and then only under extreme circumstances. The occasion should be rare. Remember that you are a public servant, and you should serve. Failing to do so can cause hard feelings.

Now, once you have decided to make an announcement, what should you do? First, get the attention of the crowd. This is the most overlooked part of effective speaking. The usual litany is, "My Lords and Ladies, good Gentles all," or some variant thereof. If you have a staff, you can tap your staff on the ground to call for attention. Make sure that the crowd is quiet before you start your announcement. Make sure to repeat your attention phrase clearly and insistently until you have the crowd's attention. If you rush into the body, frequently you will get drowned out by people either mumbling to their neighbor what you just said, or helpfully (?) yelling, "Attend the herald!" Either way, the message gets missed.

If you can phrase the body of your announcement in a period manner, feel free to do so provided that you are comfortable with the archaic style of language. Again, be cautious. If you aren't familiar with the conjugation of Middle English verbs, don't try; use straightforward Modern English. If you want to try using Middle English or Early Modern English, there have been many good articles and books on the subjects."

You may be asked explicitly to note business to be done at the next court. You should have 3x5 cards and pen at the ready to do this at any time. Make sure that you get these sorts of notes to the herald who is in charge of court as soon as possible (if it isn't you, of course).

F) Wearing the heraldic colors: what and when

The arms of the College of Heralds are: *Vert, two straight trumpets crossed in saltire Or.* While on the field, a herald should wear some form of "greenwear" bearing the heraldic emblem, or badge of his branch if a branch herald. This is an easy habit to fall out of, but it is quite necessary. If you get called to the field to take over as herald, make a point of getting a baldric or tabard on.

The purpose of this is threefold. First, it helps the ceremony to have the herald in a recognizable, distinct costume. The green and gold colors are known SCA-wide, and are traditional. There is something satisfying in seeing heralds "in uniform," for both the crowd and the heralds.

Second, the herald is recognized instantly by the colors. Most crowds, though not all, will quiet down when someone they recognize as a herald is speaking. If they don't know you're the herald, they might not pay any attention when you call for silence, making an already difficult job even harder.

Third, and most important, the heraldic inviolability is identified with wearing the heraldic colors. If you say something as the voice of the Crown, you must say it under the mantle of the Crown. If you say something as a private person, say it with your colors off. Again, removing your tabard when not acting as herald will ensure that you avoid saying or doing anything that may be seen as controversial coming from the Crown.

All branch heralds may wear the arms of their branch. Such tabards or surcoats may use the herald's badge on the sleeves, but it is not recommended as there is no period evidence to support this use. White Stag has the right to bear the arms of the King, while Blue Iris may bear the arms of the Queen.

G) Equipment needed to field herald

- "Greenwear." A cloak, tabard or baldric which is green with gold crossed trumpets.
- Something to drink, but not alcohol. Alcohol does all the wrong things to a thirsty body on a hot day. Have water, and plenty of it.
- A hat, and sunscreen. These things will help keep you from suffering in the sun.
- A stool or chair. May be useful.
- A herald's staff (nice to have – fun to play with). This should be green with gold bands or green and gold ribbons, if possible.
- Pen or pencil for marking cards. More than one is preferred.
- Note cards. The MoL probably has some, but you need them for noting announcements, etc. It never hurts to have too many.
- The Order of Precedence. Helpful for announcing fighters in precedential order (if possible).
- A clipboard or something else to keep cards on.

H) Being the field herald in charge

When you are the Herald-in-charge of the field, you are not only responsible for yourself, you are also responsible for coordinating the other field heralds. Even if you are a fine individual herald, you now have additional managerial duties to consider.

Before the list, check with the MoL. Make sure they know who you are. Find out the format of the lists, both for your information and that of the other heralds.

At the first opportunity, make the call for heralds to sign up as field heralds. At this point, you should be making a roster of candidates. Arrange the schedule to keep fresh heralds on the field. Eight fights, give or take, is a good number to plan on for each herald.

Keep the following in mind for scheduling:

Who has a strong voice (ask them, if necessary)? How long will they last?
How much experience do they have? You want the most experienced last (by tradition, White Stag has the right to do the final roundss of Crown lists).
Arrange runners for the cards – often the herald who is up next.
Arrange for novices to have mentors close by.

Once you have made the schedule, stick to it. Make sure that the heralds known approximately when in the tourney they are needed and who they follow. Once the list has started, tend to heralds on the field—keep water around. If they sound tired, pull them.

I) Hints on teaching field heralds

This could be a lengthy topic, but here are the basics of how to teach. The essential advice is to be patient with the trainee. Remember back when you were a new herald: the first thing you did was to get a card with some basic instructions written on it. You probably clutched it as tightly as possible, for that card was your lifeline. As a teacher, you are likely dealing with someone who has a loud voice, some vocal talent and perhaps no other acting or speaking experience. Your first job is to give the trainee confidence in public speaking.

The first skill that a new herald needs to learn is his lines – the litany. Even though they have that card, you should probably accompany them out onto the field and stand behind as a prompter just in case the person freezes up. Don't be too critical of vocal quality or mispronounced names. In fact, be as positive as possible – get them to carry on regardless of the flubs. There will, hopefully, be fewer mistakes as time goes on. Only after the trainee seems to have the litany down cold should you start giving other suggestions.

6) Further Information

A) Print resources

You should have a copy of the *Administrative Handbook*, the *Rules for Submissions*, and the *Glossary of Heraldic Terms*. These are available online at http://heraldry.sca.org or from the SCA Marketplace. You should also have this handbook – *A Handbook for Heraldry in the Outlands* - and its companion volume, *A Guide to Submissions Heraldry in the Outlands*, both available from the Weel Herald. Other good resources are the Book of Ceremonies available from the Gimlet Herald, and the Scribes' Handbook available from the Kingdom Scribe or online at: http://scribes.outlands.org/. If you do not have reliable Internet access, you should also have a copy of *The SCA Ordinary and Armorial*. This is available from Free Trumpet Press West via the SCA Marketplace, and you will have to order the updates as they are published.

An excellent source for field heraldry is: *A Guide for Field Heralds** by THL Ayslynn merch Guincatan, P.E., available from the Weel Herald

B) Internet resources

i) SCA-heraldry

http://www.sca.org/heraldry/welcome.html

A great first resource for heralds. It has many links to articles on names, armory, and the submissions process. Plenty of must-read material under the Educational Articles link on the Laurel Home Page, including "Argent Snail's Armory Insta-Boing Checklist" by Mistress Jaelle of Armida and "Frequently Given Answers (That Are Wrong)" by Master Gawain of Miskbridge, et al., and other articles.

ii) Outlands College of Heralds

http://www.outlandsheralds.org/

Links to information on Outlands CoH officers, and articles explaining the duties of a herald in the Outlands. Contact information for key resource people.

iii) The SCA Ordinary and Armorial

http://oanda.sca.org/ordinary/index.html

Official site for use in conflict checking armory.

iv) The Outlands Submissions Forms

http://rampart.outlandsheralds.org/

v) Modar's Heraldry Page

http://www.modaruniversity.org/Heraldry2.htm

This site has links to articles on nearly every topic a herald could want.

vi) Parker's Glossary

http://www.heraldsnet.org/saitou/parker/

This is a web version of *A Glossary of Terms Used in Heraldry* by James Parker. Searchable; numerous graphics of heraldic art.

vii) Academy of Saint Gabriel

http://www.s-gabriel.org/

Among other things, this site contains a library of articles on period names and naming practices.

viii) SCA Marketplace and Free Trumpet Press

https://stockclerk.sca.org/

Past Laurel Precedents, the Ordinary and Armorial, Known World Proceedings available for purchase, along with back issues of Tournaments Illuminated, Compleat Anachronist, and other SCA books.

ix) Catalogue of Period Devices

http://heraldry.griffin-dor.org/catalouge.html

A downloadable book (8mB) showing over 1600 SCA registerable period Arms in black and white, with blazons. It is very useful for showing clients period styles of heraldry.

C) Mailing lists

There are several electronic mailing lists that can help you learn more about submissions or figure out specific problems. The heralds on the lists are there to discuss heraldry, so jump right in and ask questions – it's one of the fastest ways to learn. Here are three that might interest you:

Scahrlds@listserv.aol.com	To join, send e-mail to listserv@listserv.aol.com with "subscribe scahrlds yourfirstname yourlastname" in the body of the message. (Do not put quotes in the message.) List is high traffic, but has many Very Experienced Heralds to help.
Outlands-heralds@yahoogroups.com	Join this group from the yahoogroups website, http://groups.yahoo.com/ and you will need a yahoo ID. It has low to medium traffic, but is a good way to get to know your fellow heralds and is a good source for assistance with submissions or other issues.
sca_heralds@yahoogroups.com	Join this group from the yahoogroups website, http://groups.yahoo.com/ and you will need a yahoo ID. Low traffic, and mostly new heralds at the time of this writing, which makes some very new heralds more comfortable. There is a small sprinkling of more experienced heralds to help you learn.

D) Resource people

If you have trouble finding the information you need, please contact other heralds for assistance! Nearby branch heralds may have more resources, or they might have experience with the problem you are having. At the kingdom level, you can always contact Rampart with questions regarding submissions, and you can contact Weel for help as well. If they can't help you, they may refer you to someone who can or offer to find the information for you. You should try these options first, but if they cannot answer your question you can contact White Stag directly for assistance. Even the Most Experienced Heralds occasionally have a sticky wicket and must ask for assistance, so please, never feel embarrassed about not knowing something. Your fellow heralds are happy to help.

A Handbook for Heraldry in the Outlands, Fourth Edition
© 2003, 2009 Kingdom of the Outlands, SCA, Inc.

Appendix A - Heraldic titles – Kingdom, Baronial and local

The following herald's titles are in use in the Outlands:

Kingdom level:

White Stag Principal Herald	Chief herald of the kingdom	whitestag@outlandsheralds.org
Palmer Herald	White Stag's deputy	palmer@outlandsheralds.org
Rampart Herald	External submissions	rampart@outlandsheralds.org
Besom Herald	Rampart's clerk	besom@outlandsheralds.org
Castle Herald	Internal submissions	castle@outlandsheralds.org
Wimble Herald	Order of Precedence	wimble@outlandsheralds.org
Wharrow Herald	Online Roll of Arms	wharrow@outlandsheralds.org
Weel Herald	Publications and education	weel@outlandsheralds.org
Plover Herald	Field heraldry	plover@outlandsheralds.org
Trefoil Herald	College of Arms commenting	trefoil@outlandsheralds.org
Fretty Herald	College of Arms commenting	fretty@outlandsheralds.org
Stags Attire Herald	Heraldic display information	stagsattire@outlandsheralds.org
Blue Iris Herald	Queen's herald	blueiris@outlandsheralds.org
Gimlet Herald	Ceremony and Protocol	gimlet@outlandsheralds.org
Kingdom Scribe	Minister of scrolls and scroll texts	scribe@outlandsheralds.org

Baronial level:

Aspen Pursuivant	Caerthe	aspen@outlandsheralds.org
Scorpion Pursuivant	al-Barran	scorpion@outlandsheralds.org
Scalene Pursuivant	Dragonsspine	scalene@outlandsheralds.org
Rook Pursuivant	Citadel of the Southern Pass	rook@outlandsheralds.org
Barbican Pursuivant	Unser Hafen	barbican@outlandsheralds.org
Rey de Soleil Pursuivant	Caer Galen	reydesoleil@outlandsheralds.org
Black Fountain Pursuivant	Fontaine dans Sable	blackfountain@outlandsheralds.org

Shires, Cantons, Colleges, etc:

Groupname Pursuivant (ie. Readstan Pursuivant)	Local group herald	ie.. readstan@outlandsheralds.org

Appendix B – Sample Report

Herold Q. Herald, Shire of Overthere Thataway Pursuivant
mka John Smith, 123 W Streetname, Anytown, CO, 80976
303-123-4567, haroldqherald@somewhere.com
Member # 101010, expires August 2010
25 February 2009

Deputy:
Constance Merriweather
Mka Constance Fairweather, 9876 N Busylane, Anytown, CO, 80976
Member # 000123, expires December 2009

New Submissions
Mary Newclient. New Name and Device. *Argent, a whatsis gules.*
John Newclient. New Name.
William the Oldtimer. New Device. *Vert, on a pale argent, three flibertigibbets bendwise sinister sable.*
Sara Flutterby. Change of Registered Device. *Gules, a whosit, and in chief three mullets argent.* (If passed, she wants her current device, *Purpure, a whosit argent* to be retained as a badge.)

Submissions in Process
James Wainwright. New Name. On the 12/08 LoI.
Mathilda the Laundress. New Device, *Per bend indented gules and Or, a widge sable.* On the 01/09 LoP.
Richard the Tigerhearted. New Name. Registered on the December 2008 LoAR.

Finances
Received $55 for new submissions, which were deposited with the Exchequer.
Received $60 from donation lunch to benefit the local heraldic library.
Total income for February: $115.
Sent $50 to kingdom for new submissions.
Spent $8.50 on a new copy of Geirr-Bassi.
Total expenditures for February: $58.50.

Awards
Gathering for No Particular Reason, 02/05/09
Mathilda the Laundress (Tilly Wilson), AoA, Overthere Thataway
(1)
Tournament of Daisies, 02/17/09
William the Oldtimer (Bill Busby), Knighted, Overthere Thataway
Robert of London (Otto von Wunderkatz), AoA, Nextshire Downtheroad

Miscellaneous
Had a consultation meeting at fighter practice every week this month, and there are several gentles nearly ready to submit. The new banner seems to be helping folks find me.

I have a new deputy, Lady Constance Merriweather, and she's been trading off doing field heraldry and consultations with me.

Master Auld the Herald, HE-at-Large, has been assisting folks with consultations at the newcomer's meetings each month, since my work schedule prevents me from attending.

I wrote an article on heraldic myths for my local newsletter, and have received numerous surprised comments.

Finally, a question – are there any heralds in the Outlands CoH with experience in early 9th century Wizbangian names? I have a new client who wants to call himself "Buzzdit pehernor Flernaglehagen" but we can't find any documentation to support this name construction.

YIS, Harold

Appendix B – Sample Ledger

Money on hand at the beginning of period _____

Income

Donations to group _____
Submissions fees
_____names @ $9 each
_____devices @ $9 each
_____badges @ $9 each
Total Submissions Money _____
Other Income (explain fully) _____
Total Income _____

Expenses

Money sent to kingdom _____
Postage _____
Office Supplies _____
Photocopying _____
Research Materials _____
Other Expenses (explain fully) _____
Total Expenses _____

Money on hand at end of period _____
(must equal money on hand at beginning of period plus income, minus expenses)